

M E M O R A N D U M
Office of the County Administrator

TO: Board of County Commissioners

FROM: Thomas J. Willi
County Administrator

DATE: November 1, 2005

SUBJECT: County Divisions' Monthly Activity Report for October, 2005

MONTHLY ACTIVITY REPORT – OCTOBER, 2005

**MARATHON AIRPORT AND
HOUSING & COMMUNITY DEVELOPMENT**

- Commenced planning for development of Security Plan in preparation for Part 139 Airport Operations and Commercial Air Service at Florida Keys Marathon Airport as funded by Small Community Air Services Development Grant.
- Held monthly meeting with tenants of The Florida Keys Marathon Airport.
- Requested, received and reviewed written price quotes for permanent repairs to tornado damaged T-Hangars at Florida Keys Marathon Airport.
- Completed transition of Solid Waste and Emergency Management functions with the Public Works and Emergency Services Divisions respectively.
- Initiated emergency response and recovery activities at Florida Keys Marathon Airport and within the Emergency Communications Department for Hurricane Wilma.
- Used the County's Website and Channel 76 for dissemination of Public Service Announcements (PSAs) regarding the operational status of Florida Keys Marathon Airport in the aftermath of Hurricane Wilma.
- Held on-going discussions with representatives of the Monroe County Sheriff's Office and Emergency Communications Department regarding reorganization.
- Chaired a meeting of the County's Workforce Housing Committee.
- Met with Growth Management Division Director about affordable housing issues.

EMPLOYEE SERVICES

Website Updates:

- Update on the page http://www.monroecounty-fl.gov/Pages/MonroeCoFL_AdminServices/MonroeCoFL_Benefits/index is the added wording under “PROVIDER NETWORKS”: “for medical coverage”. Employees were confused and were calling to find out if the 3 listed providers included dental and vision. Change was made on 10/4/05.
- Currently Dealing With Vacancies/Training Of Staff:
 - Workers Compensation Administrator
 - Personnel Administrator
 - Risk Management Specialist (currently being handled by the Acting Administrator – Maria Slavik)
 - Staff Assistant-New Hire in Training: Leasa Summey
- All PAF’s for raises effective October 1st went to Payroll on September 29th.
- Drugfree Workplace Premium Credit Report sent certified mail.
- Risk Manager is currently dealing with losses due to Hurricane Wilma. Dealing with Adjusters International. We have extensive losses. One is that many fleet vehicles were self-insured (not covered by insurance).
- Currently setting up dates for Deferred Compensation VALIC to come and speak to employees.
- We are still in contact with Hospice VNA to set up FLU/Pneumonia vaccinations.
- Effective November 1st Vision Plan will be administered by EyeMed. They are currently in the process of issuing ID cards, etc. to employees.
- The Medicare Part D application was sent and approved by CMS. We are looking at an annual subsidy of approximately \$150,000 per year ☺ This is the first step to this process. The next step is to send a notice to Retirees by November 15th. Retirees need to make a decision by January 1st to stay with the County prescription plan or switch to Medicare Part D.

COMMUNITY SERVICES

Administration

- Welcomed new Community Services Division Director, Sheila Barker.
- Updated the power point presentation on Channel 76 regarding the Disabilities Council and Dade-Monroe Express Bus Service.

- Updated websites regarding the Disabilities Council and Lower Keys Shuttle and the Dade-Monroe Express.
- Helped out Social Services by calling the citizens on the Special Needs Registry to get them prepared for evacuation for Hurricane Wilma.

Extension Services

Administration

- “The Key West Citizen” newspaper has added the UF Extension Service Disaster Handbook to its list of weather links in their website <http://www.keysnews.com>.
- The Sea Grant agent attended a meeting of the Florida Clean Boating Partnership in Key West and represented Florida Sea Grant at a Clean Marina Celebration for Caribe Marina in Islamorada.
- Mr. Gregory was an invited participant at a Gulf of Mexico Fishery Management Council Scientific and Statistical Committee Meeting in Tampa to review and make recommendations on a proposed red snapper individual fishing quota management plan (IFQ). The IFQ is designed to halt the economically disruptive derby fishery and has the support of the majority of Gulf re snapper fishermen.
- Mr. Gregory was an invited participant to a 1-day NOAA Fisheries/Gulf States Marine Fisheries Commission Meeting in Orlando to discuss methods for documenting fisheries related hurricane damage throughout the Gulf of Mexico.

4-H

- The 4-H agent scheduled 3 programs at the Key West, Big Pine and Key Largo library branches in celebration of National 4-H Week. Bookmarks were distributed to youth at the libraries during that week as well.
- The Upper Keys Seasons of Service (SOS) team met for the first time. Twenty-six youth were in attendance where they began planning service projects to be completed during hurricane season and beyond. Eleven youth members of the Upper Keys SOS team attended a special training which was taught by the 4-H agent. This training focused on teaching the youth child development and appropriate teaching practices to use with younger students. These team members also learned about specifically teaching the Facing Fear curriculum, which is a Red Cross program, to younger students in kindergarten through 5th grades.

Horticulture

- The Horticulture agent manned the Informational booth on landscaping with natives at the Florida Keys Birding Festival held at the Crane Point Hammock, Marathon.
- The Horticulture agent held exit interviews with the eight Master Gardener intern volunteers to review their final exams and review volunteer opportunities.
- Site visits: released parasitic wasps in Key West and Marathon; declining Citrus tree in Marathon; browning fronds on Christmas Palm, Key Largo; declining landscape palms, Marathon; Hibiscus dieback, Big Pine Key; Buccaneer Palm bud rot, Key West.
- Plant Clinics: two in Key Largo, one in Marathon, two in Key West.
- The Horticulture agent met with the Educational Coalition for Monroe County Tree Initiative to discuss Marathon Master Gardener's role in educating the local community on proper plant selection, planting and maintenance.
- The Horticulture agent conducted two weeding and mulching days at the Gulfstream Shores Living Fence landscape demonstration, Card Sound Road
- The Horticulture agent gave a vegetable gardening presentation to 15 Miami-Dade County Master Gardener trainees

Transportation

- Transportation is offering free transportation through the end of the year because of the effects of Hurricane Wilma. Potential clients will need to register with transportation and schedule their trips through the Reservations office at 292-4424.
- During Hurricane Wilma, we transported clients from the Florida Keys to Florida International University (FIU). We transported 51 clients including their companions and 7 pets. Our pet activation was accomplished by one of our Transportation employees. All raved about their care and all were returned to their owners as soon as the owner was cleared for return and returned home. Remember that these are animals who may have either been left behind to weather the storm or have caused the owner to try and ride out the storm if there was no other option for them. Thankfully our program was there for them so that they did not have to make that fateful decision.
- The clients of the Special Needs Registry who evacuated with us were taken meals, water, and snacks within a day of their return to the keys. Many had not had the opportunity or the means to obtain necessary grocery items for their daily living. Clients were also notified of the availability of hot meals

from the American Red Cross and Salvation Army. Each client was thrilled to know that they were being looked after in such a manner. All clients on the Registry were contacted by phone to ensure that all needs were being met. If clients were found to have issues that needed to be addressed they were referred to the appropriate parties.

Bayshore Manor

- Eleven residents were evacuated to the Juvenile Justice Division for Hurricane Wilma. The other residents went with their families. Bayshore Manor sustained damage but because of the graciousness of the Hospital, the residents will be staying at Lower Keys Memorial Hospital, Second Floor for possibly a month until repairs are completed.

In-Home Services

- Submitted September's OAA Report to the Alliance for Aging.
- Monitored In-Home Services Marathon Office and Marathon Clients.
- Submitted ADA/MW, ADI, CCE, CCDA and CCDA/MW reports to the Alliance for Aging, and Children & Families.
- Meeting with Sterling Process and Technical Services regarding new ideas with our computers and scanning capability.
- Submitted HCE Report to the Alliance for Aging.
- Hurricane Wilma: Assessed Clients, made sure people were home and okay. Did emergency shopping's and bathing. Got supplies for clients such as ice and water. Tried to connect them to the right places regarding cleanup, obtaining appliances, etc.

Nutrition

- Four performances by local artists were conducted at the Plantation Key, Marathon, and Key West Nutrition Sites. The remainder were pre-empted by Hurricane Wilma.
- Post-Hurricane Wilma Halloween parties were held at the Key West and Plantation Key Sites.
- In preparation for Hurricane Wilma, Nutrition Program staff provided shelf-stable hurricane meals to all clients of the Nutrition Site and Home-Delivery Programs. Several Nutrition Program employees worked late for several days to ensure that meals were provided for the storm. After the storm, clients received wellness checks and were given shelf-stable meals to replace food that was spoiled or damaged or because clients were unable to purchase food. Meal Site and delivery operations resumed on Wednesday,

October 26, 2005 at the Key West, Marathon, and Plantation Key Nutrition Sites. The Nutrition Program, including the opening of the Big Pine Nutrition Site, was fully operational by Monday October 31st. Client counts have been slowly increasing because of personal difficulties experienced by clients from Hurricane Wilma and/or the loss of vehicles. The Nutrition Program has been assisting clients by informing them about transportation options and emergency food stamp programs.

- Nutrition Program damage was fairly light except for the loss of one delivery vehicle and a broken oven exhaust pipe at the Big Pine Site. Generators maintained electricity for site freezers and no food was lost.

Libraries

Website Update:

- Use of the Horizon Information Portal (searching, renewals, requests) has increased 148% since September of last year.
- Virtual Town Hall became accessible once more, allowing Library staff to update Branch calendars and events pages.
- In September, the Library page was the most popular link from the county's website, according to VTH statistics.

Activities and Events:

- 365 new library cards were issued in September.
- Circulation was 14% higher system-wide compared to September of a year ago. Big Pine Library enjoyed a 33% increase in circulation.
- Subscription database usage was 494% higher than last year. This increase is due to the new online resources we are providing our customers and publicity efforts from our website.
- In-house computer usage increased 6.6% over the previous month
- The planned meeting of City of Marathon and County staff to discuss the new Marathon Library building was canceled, due to Hurricane Wilma, as were a number of other activities.
- The Village of Islamorada concluded their parking re-construction project around the Islamorada Library just before the onset of Hurricane Wilma. Unfortunately, problems were found with the entrance area, possibly due to architect's error, and some of the curbing will have to be taken out and re-done.

- Norma Kula, Director of Libraries, attended the annual Florida Library Directors' Conference in Sarasota, also cut short by the hurricane.
- The Library partnered with the County Extension Services in presenting displays and programs featuring National 4-H Week.
- The Library Administrator, Anne Layton Rice, traveled to Orlando to represent the interests of Florida's public libraries at a meeting of the State Library Digital Collections Working Group. Oral histories, federated searching, and metadata training were key issues discussed at the meeting.

EMERGENCY SERVICES

- Participated in educational opportunities within the community in observance of Fire Prevention Week October 9-15, 2005.
- Preparation for and response to Hurricane Wilma.

PUBLIC WORKS

- Began paving No Name Drive on Big Pine Key.
- Pre- and post-Hurricane Wilma functions and clean up.

ENGINEERING

- Freeman Justice Center – On going with new Architect (Currie, Seward and Aguila Architects). The structural engineer (Pistorino and Alam) will continue to work on the project with the County. The electrical, plumbing, and mechanical engineer (Franyie) has stated they will not continue on the project. The Contractor is working on the 2nd story columns and shear walls.
- Medical Examiner's Office – Permit has been issued, contractor to provide insurance policies and proposal for environmental mitigation. Project should start in less than 30 days. The site appeared to have had 4'-5' of flooding during Wilma. The drawings will be reviewed to assure that the finished floor is above the level of the flooding from Wilma.
- Key West Airport Terminal – The GC-CMAR has been selected and work on the Drawings is continuing.
- Big Pine Key Park Demolition – The Tech. Specs. Are being reviewed. The project could go out to bid in November.

- Upper Keys Gov. Center – The Schematics are complete and the GC-CMAR has been selected. The DDs are being produced.
- Public Works Facility Rockland Key – The “Project Program” is being revised to incorporate changes that may be put into the project. The site was inspected after the hurricane and found to have about 65% of the land area to be 2.5’ to 4’ below the flood level for this storm. About 35% of the site was above the flood level of Hurricane Wilma. It was also noted that access to the site is through the parking lot of a warehouse complex and unpaved.
- Hurricane Wilma – Performed preliminary damage assessment on private structures and County buildings and facilities; debris pick-up continues.

GROWTH MANAGEMENT

- Preliminary damage assessment was completed by the Building and Code Enforcement Departments after Hurricane Wilma.
- Software program for damage assessment was created and has been installed in laptop computers for use in the field.
- Code Enforcement processed 112 complaints and issued 156 Notices of Violation.
- Growth Management Division staff prepared an Emergency Directive placing a moratorium on permits and building construction until preliminary damage assessment could be completed.
- Growth Management Division staff completed field survey work on identification of upland native habitat for designation of potential Special Protection Areas.